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Approved For Release 2002/05/01 : CIA-RDP78-06363A000100030028-1

12 January 1970

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 2  
5 - 9 January 1970

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1. [redacted] OER, and [redacted] OER, will represent the Agency in FSI's next Foreign Service Economic Studies Program, which begins Monday and runs for 22 weeks. Tuition is \$2,631 each. ✓

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2. More tuition increases, this time from Harvard for its Advanced Management Program -- now \$3,600, up \$600. ✓

3. The Armed Forces Staff College graduates 16 January. We have five students finishing [redacted] 25X1A9a

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[redacted].  
At DDTR's request, we will arrange a group de-briefing in his office as soon as possible.

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4. Our second student in the Senior Seminar in Foreign Policy, [redacted] is formulating his plans, subject to [redacted] approval and O/DDP and CI, for his overseas TDY in connection with the Seminar research project. [redacted] travel will be to the Far East [redacted] 25X1A9a

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5. Our deadline for receipt of external requests for inclusion in the composite tuition advance, covering those sponsored for academic courses at local universities, is 9 January. Requests have been pouring in all week, and if this trend continues, we may have the largest number yet of Agency-sponsored people in part time academic training. Since 30 December, 268 requests have come in; 240 are for the above type of training. We can also expect a large number of requests, which are handled on a reimbursable basis, after our deadline. The advance itself is scheduled for 15 January at Headquarters; we will be processing it jointly with B&F/TR. ✓

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6. In line with our added duties of being the "middle-man" between the Agency and NSA for the three-hour SIGINT briefings, we have enrolled 14 people (FMSAC and CRS) in the 14 January briefing. This is a special briefing set up at the request of [redacted] one of CIA's liaison officers at NSA, for 15 other Agency people.

7. We are sending three students to Missile System and Logistical Support Orientation, Huntsville, Alabama, beginning 12 January; one from NPIC and two from OSR.

Our two representatives in the Ballistic Missile Staff Familiarization Course, Vandenberg AFB, beginning 19 January, are from NPIC and OBGI [redacted] GS-16).

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8. We received two spaces in the Air Force's Fundamentals of Space Operations Course, Maxwell AFB, beginning 12 January. This is the program for which our yearly quota request went astray, and we have to request spaces for each individual course. For Monday's course our candidates are from NPIC and OC.

9. It's that time of year again! Spring semester registration is just around the corner, and AIR is processing tuition advances and travel advances for employees who are presently in full-time academic training. To date, 16 requests for second semester travel advances have been prepared for these students and those attending the senior officer schools. Requests for tuition advances for the spring semester are beginning to come in and are being handled quickly in order to get the money deposited in time for registration. ✓

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10. [redacted] DDS&T/ORD, met with us on 5 January to discuss a proposal to let a contract for an "in-house" course in engineering systems analysis, tailored to cover such disciplines as modulation, complex variables, transforms, electromagnetics, etc. The company to give the course would be selected by ORD after a satisfactory indication that it is qualified to present this type of program. ✓

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[redacted] foresees an enrollment of approximately 20 DDS&T employees; other components having an across the board interest are TSD, Commo, NPIC, and possibly others. A maximum of 35 could be accommodated. Five companies were mentioned as

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25X1A9a probably having the capability of designing and conducting such a program. [ ] feels [ ] is 25X1A5a1  
25X1A2g the leading contender. (Home office in Boston, Mass.; a local office in D.C.; ORD & OTR formerly had a contract with them for a [ ])

25X1A9a [ ] will summarize his proposal in a memorandum for Carl Duckett's signature, addressed to DTR.

11. In a telephone conversation with AIR on 8 January, Neil Huntley, Faculty Representative at the Naval War College, mentioned that he would be in Washington on personal business the week of 19 January, also at Headquarters to conduct some DDI business. If time permits, he would be willing to come to Glebe Road and meet with DTR and other interested parties and discuss his experiences to date as a faculty representative at the College. We also hope to put him in touch with the students selected for next year's Naval War Class. ✓

25X1A9a 12. The tentative date for making the training film for SB Division is now Tuesday, 3 February. Logistics and planning are being handled by the Division. The film will be an interview by an SB officer with [ ] ✓

25X1A9a 13. [ ] [ ] will be here 13 and 14 25X1A6a  
25X1A6a January to rehearse and record the sound track for his training film on [ ] Arrangements have been made to utilize the sound studio at Printing Services Division for this project.

14. The CT Staff has arranged for the Agency image film "NEED to KNOW" to be shown to CT dependents at 1000 Glebe on Saturday, 10 January. ✓

15. Carpeting was installed in the Library over the weekend.

[ ] 25X1A9a  
Chief  
Instructional Support Staff

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